



State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

March 18, 2004

**PPL No. 04-002**

**TO:** Local Educational Consortia (LEC) and  
Local Governmental Agency (LGA) Coordinators for  
Medi-Cal Administrative Activities (MAA)

**SUBJECT: Deadline for submitting older versions of the MAA Summary Invoices  
and MAA Summary for Revised Invoice**

This Policy and Procedure Letter (PPL) notifies all LECs and LGAs participating in the MAA program about the deadline for submitting older versions of the MAA Summary Invoices and MAA Summary for Revised Invoice.

In December 2003, DHS issued PPL 03-012 requesting that LECs and LGAs start using these updated invoices immediately. These updated invoices contain additional language in the bottom paragraph that is required by the State Controller's Office to process the invoices for payment. To make it easier to identify, these updated invoices have a revision date of 12/03.

The State Controller's Office notified DHS that, effective July 1, 2004, they will no longer accept and process invoices without the additional language. Therefore, effective **April 16, 2004**, DHS will no longer accept the older version of the MAA Summary Invoice and MAA Summary for Revised Invoice. The updated version can be found at the MAA web site at [www.dhs.ca.gov/maa](http://www.dhs.ca.gov/maa) and in PPL 03-012.

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If any invoices are received after April 16<sup>th</sup> in the older invoice format; the LEC/LGA will receive an email from their analyst asking them to re-submit on the updated invoice version. The re-submitted invoice will not be considered a "corrected" invoice, just a replacement invoice. Invoices that are "in-house" using the older version invoice will be processed before the July 1, 2004 deadline. If the analyst is unable to process the older version, they will contact you and request the updated version.

If you have any questions, please contact Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 552-9797 or by email at [Etouhey@dhs.ca.gov](mailto:Etouhey@dhs.ca.gov).

Sincerely,

**Original signed by Mary Lamar-Wiley**

Mary Lamar-Wiley  
Acting Chief  
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